



Verification	Originator	Approved	Issued
Initials	ADS	ST	ST
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## TITLE: COFL-FF-EP-4.4.6-2 SOP02 Storage of Surplus Vehicles

System: <b>Storage of surplus vehicles and equipment</b>	Procedure No. : <b>SOP 02</b>
Subsystem: <b>Training</b>	Page No. : <b>Page 1 of 3</b>
Person Responsible: <b>Program Manager</b>	Revision No. : <b>01</b>
	Revision Date : <b>4/23/15</b>

### Purpose:

To identify best practice procedures for surplus vehicle and equipment storage to reduce the risk of environmental contaminants and fluid spills as well as the responsible environmental management of all waste products that come from a vehicle. These hazardous materials can include oil, gas, diesel, anti-freeze, mercury, lead, battery acid, tires, air conditioning Freon, brake fluid and washer fluid

### Scope:

Initiate surplus vehicle and equipment storage policy.

### Responsibility:

- The **Program Manager** shall ensure that each employee, contractor and subcontractors responsible for the storage of surplus vehicles are properly trained.
- Adherence to these written procedures will be the responsibility of all City employees, contractors and subcontractors responsible for the storage of surplus vehicles

### Procedure:

- Only authorized surplus vehicles shall be stored within the vehicle storage lot.
- Vehicle storage lot shall remain closed and locked.



- All fluids shall be checked on any surplus vehicle or equipment before they are stored at the vehicle storage lot.
- All vehicles shall be checked for leaks before they are stored at the vehicle storage lot.
- All surplus vehicles and equipment shall be checked for leaks twice per month.
- All surplus vehicles and equipment that show signs of leaks shall be removed immediately from the storage lot and repaired or drained of fluids prior to returning to the vehicle storage lot.
- Batteries shall be checked for leaks twice per month.
- Cooling systems shall be checked for leaks twice per month.
- Fuel systems shall be checked for leaks twice per month.
- Vehicle and equipment scheduled for auction shall be sold within ninety days of decommission.
- A stocked and labeled spill kit shall be stored at the main entrance of the vehicle storage lot.
- A properly labeled and certified fire extinguisher shall be readily available for use to be stored at the main entrance of the vehicle storage lot.

## Consequences

Failure to comply with this SOP may:

- Result in fines for non-compliance to environmental laws and regulation relative to the discharge of hazardous waste.
- Violate COFL policy.

## RECORDS

Record	Where Filed	Responsible Individual	Indexing Method	Minimum Retention Time



## REVISION LOG

Revision No.	RevisionDate	Description of Change(s)
01	4/23/15	Changed box on first page by adding revision number and date

## AUTHORIZATION

Name	Title	Date